CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION

Position Title: Systems Administrator	**Job Family:** II
General Classification: Professional	**Job Grade:** 12

Definition: To manage all Computer Center operations; to schedule, run and troubleshoot any jobs or reports submitted by City staff; to coordinate maintenance of data communications network, modems and Computer Center; to ensure the security of Computer Center; to perform related record-keeping functions.

Distinguishing Characteristics: Supervises Computer Operator. Reports to Systems Analyst.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Schedules and prioritizes jobs and reports submitted to Information Services by City staff. Ensures that all jobs and reports are run correctly. Corrects any errors or deficiencies.

2. Ensures functionality of Computer Center hardware using diagnostic software.

3. Coordinates the maintenance and repair of the data communications equipment and Computer Center hardware to ensure all are operable.

4. Provides for the security of the data center and its contents by ensuring proper access by users.

5. Generates reports for users, including downloading information from the system to a personal computer and formatting/copying to a disk.

6. Updates on-line system of user requests for supplies. Orders and maintains inventory of supplies for users.

7. Maintains written records of computer operations done by outlying departments.

8. Tracks computer tapes that are sent out of the Center for microfiche generation in order to ensure their safety/security.

9. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Computer system operations and how they process jobs and reports (in particular, the HP 3000 and the HPE operating system); computer equipment and a variety of computer software products; the account structure and security of computer software; configuring and operating data communications network equipment.

Ability to: Identify and solve problems related to computer equipment, software products or operating procedures; install and operate different types of computer equipment; monitor system performance and operations to accurately identify problems and pinpoint potential problem areas; instruct users on the proper use and operation of equipment and software; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to an A.A. degree in computer science or a related field and four years of computer operations experience.

Established June 1987
Revised September 1992

CLASS SPECS
CS092-P^